

DAVIS SCHOOL DISTRICT
Human Resources Department/SubFinder Office
801-402-5722 801-402-5677/5679

SUBSTITUTE TEACHER HANDBOOK

SubFinder System
801-402-1058

WebConnect (internet link to SubFinder)

<http://davis.k12.ut.us/>

Then Click on Resources

Click on Employees Resources

Click on SubFinder

| | |
|---|---|
| Human Resources | 801-402-5722 |
| Payroll (pay & paystub related questions) | 801-402-5282 |
| SubFinder Office | 801-402-5677 or 801-402-5679 |
| SubFinder System | 801-402-1058 801-525-7035 for Ogden area |

Payroll Department:

If you have any questions pertaining to **Payroll** information (questions about your paycheck amount, W-2's, direct deposit, electronic paystub, etc.), please call **801-402-5282** or call the switchboard **801-402-5251** and ask for the **Payroll Department**.

To view a list of Davis District Schools and the current school calendar go to:
www.davis.k12.ut.us

Substitute Teacher Payroll Schedule

Payroll Direct Deposit will be made on the last day of the month unless the last day of the month is a weekend or District holiday. In that case, payroll direct deposit will be made on the last banking day of the month. The only exception to this is the January 1 deposit, which will be made the first working day of January. The pay period for each month will reflect subbing assignments for the dates of the 16th through the 15th of the preceding month. **Example:** Deposits made on October 31st include assignments September 16th through October 15th.

Davis School District will no longer be issuing paper copies of your paystubs. If you would like to print a copy of your monthly paystub you may do so electronically. Here are the instructions to help you facilitate that need if the need arises:

- 1) Go to www.davis.k12.ut.us (Davis School District's web page)
- 2) Click on Resources
- 3) Click on the "Employee Resources" link
- 4) Click on the "My DSD Paystub" link
- 5) Your first initial login will ask you the following:
 - Your social security number
 - Your employee ID number (see #6 below) (this is NOT the same as your Sub ID#)
 - To create a password
 - Select and answer two security questions.
- 6) Subsequent logins will require the use of your social security number and your newly established password.
- 7) Please feel free to contact the Payroll Department (801-402-5282) if you have any general questions. If you do not know your employee ID #, please ask the secretary at the location where you are subbing to assist you. This contact needs to be done in person, not over the telephone. (**The Employee ID# is NOT your Sub ID#**)

NEW FEATURES!

Webconnect now has a Personal Information tab where you may enter a valid email address (under the address bar). If you have entered a valid email address you will receive an email notification when you have been requested or assigned for a substitute assignment, as well as an email notification if a job has been cancelled. Please keep your email address updated to receive these notifications.

Note: You will NOT be able to change any information in your personal information, ONLY your email address. Please refer to the SubFinder system (801) 402-1058 to change your phone number. All other information will need to be changed in the SubFinder office.

Please view the Tutorial link for more information on this section.

***PLEASE NOTE:** Re-registration for substitute teaching for each school year will no longer be required. **As long as you substitute and receive a pay check at least once during a school year (July 1 through June 30), you will automatically be kept on the SubFinder/WebConnect System for the following school year.** Please call the SubFinder Office (801-402-5679) if you decide that you no longer wish to substitute and would like to be removed from the SubFinder/WebConnect System.

New Substitute Information

This Substitute Handbook is a self-training guide for the Davis School District's SubFinder System and WebConnect information (covered on the last 2 pages). Please read the handbook carefully and refer to that when you have questions. If you feel you need additional training, you may call the SubFinder office at 801-402-5679.

On the handbook cover you will find the SubFinder System telephone number, the WebConnect web address as well as the telephone number for the Payroll Department, and other for various departments. **Please note:** Call the Payroll Department for all payroll questions (pay rates, questions about your paycheck, etc.). On the inside of the handbook cover, you will see payroll information.

Please allow up to 10 business days after your background check for your information to be entered into the SubFinder System. Every effort is made to enter the data as quickly as possible. **You will receive an email from the SubFinder Office notifying you when your information has been entered into SubFinder.**

It is important for you to know that cell phones do not always work well with SubFinder - especially if either the signal or the cell phone battery is weak. When using a cell phone, always review the information you just responded to by "reviewing current assignments" before hanging up to be sure the job is there if you accepted it or to be sure it is not there if you rejected the job.

Please keep your telephone number updated in SubFinder or you may be removed from the system.

If you have a telemarketer blocking device on your phone, SubFinder may not be able to reach you. If you have the ability to "unblock" specific numbers, please remove the block for all 402 prefix telephone numbers. The 402 prefix is specific to only the Davis District schools. Telemarketers, etc. will not have 402 prefix in the 801 area code.

As you begin reading the Handbook, pay close attention to the Standards For Substitute Teacher Performance and the Davis School District Employee Code of Ethics on pages 1 & 2. These pages contain very important information regarding the district's expectations and requirements of our substitutes. Some concerns that the district periodically receives regarding substitutes include:

1. Late arrival
2. Inappropriate dress (no body piercing other than earrings, no flip-flops, no bare midriffs, no shorts, etc.); inappropriate behavior. You may contact each school with questions regarding their policy.
3. Failure to remain with students during class time and as instructed by the school office. Substitutes must be with the students at all times. Substitutes should not leave the students unattended or release them early.
4. Discussions regarding sensitive topics (i.e.; religion and sex)
5. Inappropriate language - no swearing.
6. Unauthorized use of school computers.
7. Late cancellations of substitute assignment.

A LATE CANCEL IS WHEN A SUBSTITUTE CANCELS OUT OF AN ASSIGNMENT AFTER 6:00 P.M. THE EVENING BEFORE AN ASSIGNMENT. LATE CANCELS ARE HARD TO FILL AND EXTREME CAUTION SHOULD BE USED WHEN CANCELING AN ASSIGNMENT.

On page 11 of this handbook there is an example of a chart you may wish to use to log your assignments. You may prefer to use a planner to keep track of your assignments. You might even wish to have a calendar by your telephone so that you can write down each assignment, along with any information relating to the assignment(s) you accept. This is very important as you will want to compare this information with your paycheck to ensure that you have been paid for each assignment. Many substitutes write down the date(s) and times of each assignment, the school, the teacher and the job number as well as any special instructions a teacher may have left on the SubFinder. You will need the job number if you need to cancel the assignment for any reason.

Overview of the SubFinder System

SubFinder is an automated system that teachers and secretaries use to report absences and request substitutes. Once an absence is entered into SubFinder, the teacher or secretary is given a job number. The SubFinder system then calls substitutes each evening from 6:00 p.m. to 10:00 p.m. to offer assignments up to three weeks in advance. SubFinder begins calling substitutes at 6:00 a.m. for any unfilled assignments for that day only. SubFinder will not call in the morning for an assignment for a future date. You may call SubFinder at any time during the day or evening to check for available jobs.

Once an absence has been entered, SubFinder searches for substitutes who have indicated they will sub at that school and for that subject. SubFinder then checks to see if the substitute is available that day. If you already have an assignment in SubFinder for that date, SubFinder knows you are busy and will not call you. If you have made yourself unavailable for that day, SubFinder will not call you. The menu for “available/unavailable” is discussed later in this handbook.

For your records, it is important that you write down the **Job Number** that SubFinder will give you after you accept the assignment. Please stay on the phone with SubFinder after you accept an assignment until the system announces the Job Number. If you hang up before getting the Job Number, SubFinder assumes that you have changed your mind and you no longer want the assignment. SubFinder will then call other substitutes to fill this job. Please remember the difference between your **PIN#** and your **SUB ID#**.

Your **PIN#** is the number you use when you call the SubFinder or when the SubFinder calls you. It is the 2 digits of your birth month, the 2 digits of your birth date (not the year), followed by the last 4 digits of your Social Security Number.

Your **Sub ID#** is a number assigned to you by the SubFinder System. Your **Sub ID#** is the number teachers use to request you for a specific assignment. Your Sub ID# will be announced to you when you call the SubFinder system (801-402-1058).

When you are requested for a specific assignment, SubFinder will keep that job for you to accept or reject until 6:00 p.m. the night before the assignment. If you have not called in and accepted the assignment or been home to receive the SubFinder call in the evening, SubFinder will attempt to reach you a few more times and then will release the job for other substitutes to hear. SubFinder’s objective is to find a substitute for each assignment.

SubFinder attempts to fill the assignment with the teacher’s first choice, but if the substitute has not accepted the assignment by the evening before the assignment begins, it will release the job to other substitutes shortly after 6:00 p.m.

When you “call in” to the SubFinder System (801-402-1058) and the system recognizes your Pin #, you will hear your name, telephone number, and your Sub ID #. This information will also be announced to the teacher or secretary when you have accepted an assignment.

The SubFinder System is very user friendly and easy to understand. SubFinder will repeat an option to give you time to enter information/choice. Please follow along with the SubFinder menus’ beginning on page 4 as you continue to read.

Main Menu Options - When You Call SubFinder

Press 1 to Review Current Assignments (jobs you have already accepted)

SubFinder will play any future assignments you have already accepted. **It is recommended that you review an assignment the morning of the assignment to see if the teacher has updated any “special instructions” or perhaps cancelled the assignment.** If a teacher cancels an assignment, you will be called with notification of the cancellation. If your answering machine takes the call while you are out, it will state that the Davis School District SubFinder has called you with a job cancellation. SubFinder will not leave the job information on the answering machine; however you can call SubFinder to hear which assignment has been cancelled. You may also review “Current Assignments” to see which job is no longer there.

Press 2 to Review Available Jobs (to search for available jobs)

If there are any available jobs at the schools you selected and for the subjects you selected, SubFinder will tell you the date(s) and times of the job, the teacher’s name, the school name/address/telephone number, the subject and any special instructions the teacher may provide about the assignment. SubFinder will ask you whether you want to accept the assignment or hear the next available job. If you decide to hear other jobs and decide after hearing them (or there are no other jobs available) that you want that first job, you may not be able to hear the first job again because another sub may be listening to the job or have already accepted it! SubFinder only plays one job at a time to one person at a time. As soon as you release the job by rejecting it or listening to the next job, another sub has the opportunity to hear that assignment and accept it. Remember, if you accept the assignment; please stay on the line to get the Job Number.

Do not accept an assignment and give it to another substitute. If you find that you cannot fulfill an assignment, please cancel the assignment as soon as possible. Please be very cautious about cancelling assignments. It is better to not accept an assignment until you are sure your schedule will not change than to accept an assignment and cancel it later. Many times another substitute cannot be found to fill the assignment, especially if the cancellation occurs within 24 hours of the absence.

MULTIPLE DAY ASSIGNMENTS: Please pay special attention to **multiple day assignments** and only accept a **multiple day assignment** if you are able to complete the entire assignment.

Please be aware that if a teacher cancels an assignment you have accepted, your schedule is immediately made available for any other available assignments for that date. You may receive another job offer before you receive the cancellation notice because there are many telephone lines offering job opportunities but only one telephone line calling for cancellation notifications. If you do receive another job offer from SubFinder for a day you thought you had an assignment, please accept that second assignment if you want to work that day so you don’t lose that opportunity, get the Job Number, and then review current assignments. That evening you will get the cancellation call during the callout period of 6:00 p.m. to 10:00 p.m.

Press 3 to Cancel A Job

We hope that you do not have to cancel an assignment, but if you do, please cancel as early as possible. SubFinder will ask you for the **Job Number** you wish to cancel. If you don't know the Job Number, you will need to "review current assignments" to locate the Job Number and then return to the cancellation menu. If you cancel an assignment, you will not be able to hear that job again as an available job. The morning of an assignment (or in the middle of a multiple day assignment) SubFinder may tell you "it is too late to cancel, please call your supervisor at _____" and you will be given a phone number to call. You must call that number to notify the school (it is usually the school secretary's number) that you will not be substituting that day. Please do not call the SubFinder Office to cancel an assignment but rather make the cancellation through SubFinder or call the phone number the system instructs you to call. The schools request that you also call the school to notify them if you have cancelled the assignment in the SubFinder System within 24 hours of the assignment.

Press 4 to Review Personal Information

This section is very important for you to know what information you can change in the SubFinder and how to make the changes. Once you select this option, you will have the following menu choices:

Press 1 to review your telephone number (please do both items 1 and 2 in this menu if you are changing your telephone number) #1 announces to you the phone number that is in SubFinder and gives you the option to enter (using the numbers on your telephone keypad) a different phone number. This is the number that SubFinder will call to offer you assignments. If you make a change on option #1, you **MUST** also make the change on option #2 (the name recording.)

Press 2 - to review name recording, phone number and Sub ID Number. This information is announced to the schools when you accept an assignment so they may contact you if needed or request you for future assignments. When your phone number changes, **ALWAYS** remember to do both item numbers 1 and 2. **SubFinder will only ask you to record your name but please include your telephone number and Sub ID Number.**

Press 3 to review the days of the week you can work Example: If you are never available on Tuesdays, you can make yourself unavailable on Tuesdays. Remember to change the days back to available as your schedule changes. It is not required that you use this section but you may want to if you do not wish to receive calls for jobs on days when you know you will not be available. Please remember that a teacher will not be able to request you for a day which you have indicated you are unavailable. You can change the days at any time that you have indicated you are available to work.

Press 4 for the Date Range Menu. This is helpful if you are going on a vacation or have specific dates (rather than a specific day of the week) that you are not available. SubFinder would know you are unavailable those particular days and won't offer you assignments for those days but could offer you assignments for dates prior to or after those dates. This is a great option if you know you will be unavailable for substituting for an extended period of time. SubFinder will ask for beginning and ending dates that you are unavailable and requires 2 digits for the month and 2 digits for the day (do not enter the year). Example: Feb 10 = 0210.

There is also an option in this menu for a "Do Not Disturb Date Range." Please do not use this option because SubFinder cannot call you and you will never know that you have opportunities for subbing, even for dates you would otherwise be available. Instead, please use "Date Range" or "Days of the Week" options for entering dates that you're not available.

Press 5 to hear your employee (Sub ID) number - if you have forgotten your Sub ID Number or do not have it with you, it is just a phone call away! You may wish to circle this item in the menu section for quick reference.

When SubFinder Calls You

SubFinder will ask for your **Pin #** and will state, “If you do not want to receive any more calls during this calling period, please press .” If you press that button, SubFinder will not call anymore that evening or morning, depending on which “call out” period you receive the call.

When SubFinder is offering you an assignment, you may hear “you have been requested” rather than “there is a job.” “You have been requested” means a teacher has specifically asked that you be called first for the assignment. If you cannot accept the job, please be sure to reject the assignment so SubFinder may call other substitutes. “There is a job” means that the job is available to all substitutes.

If you know that a teacher has entered an absence and requested you specifically, it is recommended that you call the SubFinder and accept the job as soon as possible to lock in the job. The SubFinder holds a “requested” job for you until 6:00 p.m. the night before the assignment begins and if the SubFinder cannot reach you in several attempts after that time, it will release the job to other substitutes, even though you may have verbally accepted the job with the teacher. If this happens, the school will keep the substitute who has accepted the job through the SubFinder.

Please remember, if you accept a **multiple day assignment** you are expected to complete the full assignment.

Please read this handbook and become familiar with the various sections so you can refer to the Handbook when you have questions.

Substitute Tips For Success

- Follow **Davis District's Code of Ethics**. (Page 2)
- As you accept assignments take notice of multi-day assignments. The location will depend on you to complete the full length of the assignment.
- Use our "Substitute Hotline" for last minute assignments. (801-402-5782)
- If you see a job you would like to accept, but it is locked you may call our office and we will do our best to assign the job to you. (801-402-5679)
- Arrive on time.
- Check in with the office when you arrive.
- Be sure to have your "employee number and your sub ID number".
- It is most important that you FOLLOW the lesson plans that have been left by the teacher.
- Be polite, helpful, and courteous to students and staff.
- Manage classroom behavior.
- Keep students busy and involved.
- Move around the room and maintain a watchful eye on students at all times. You cannot be successful sitting behind the teacher's desk.
- Greet students at the door as they arrive.
- Monitor students in the hall as they come and go from class.
- Be Confident!
- Dress professionally.
- Do NOT use your cell phone during class time!
- Keep a notebook/calendar with all your subbing assignments listed. Include: Date/Location/Teacher/Job Number/Hours Worked. Compare this list with your monthly paystub. Report any discrepancies with the location secretary.
- Have a positive attitude!
- Leave a note for the teacher-include what you enjoyed and the positive things that took place.
- Check out with the office secretary/administrator before leaving.

Davis School District

To meet district standards for satisfactory teaching, a substitute's performance shall include but not be limited to the following:

1. CLASSROOM MANAGEMENT

- A. The substitute establishes a classroom atmosphere conducive to developing positive attitudes and meaningful student behavior:
- ▶ Arrives punctually to guide learning activities.
 - ▶ Arranges and directs routine classroom procedures with a minimum of disruption.

2. PERSONAL CONDUCT AND CHARACTERISTICS

- A. The substitute displays an enthusiastic demeanor:
- ▶ Models and encourages positive interaction.
 - ▶ Elicits confidence and respect.
 - ▶ Stimulates interest and enthusiasm.
 - ▶ Praises strength; constructively criticizes weaknesses.
 - ▶ Avoids imposing personal problems and biases on students.
- B. The substitute demonstrates appropriate and effective classroom communication:
- ▶ Uses language suitable for the ability, age, and grade of the student.
 - ▶ Writes legibly and coherently.
 - ▶ Speaks clearly and intelligibly.
 - ▶ Avoids use of vulgar, profane, or crude language.
 - ▶ Observes standard English usage in both writing and speaking; spells correctly.
- C. The substitute maintains health and appearance which support learning process:
- ▶ Observes standards of dress and develops mannerisms that promote positive attitudes.
 - ▶ Dresses appropriately and practices cleanliness. A professional appearance is encouraged for all substitutes. Care should be taken to dress in a manner which reflects well on the teaching profession and the District.
 - ▶ At school or at school activities, neither smokes, drinks alcohol, or uses illegal drugs; nor condones the use of them.
 - ▶ Responds promptly to sick and injured students, takes appropriate action, and does not prescribe remedies for illnesses nor treatment.

Davis School District - Substitute & Employee Code of Ethics

Substitutes and employees involved in any capacity in the education of young people must represent the highest standards and values of the community. The purpose of this document is to establish ethical standards for the conduct of all district employees. Following these standards will ensure the highest principles of behavior and uphold the trust vested in us by our community.

All substitutes and employees shall:

- ❖ Treat students, parents, fellow employees and community member with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious, and cultural heritage.
- ❖ Promote a safe, nurturing, and positive school and work environment.
- ❖ Establish and maintain open and positive communication with patrons and fellow employees.
- ❖ Maintain confidentiality concerning students, families, and employees, and avoid spreading rumors.
- ❖ Address problems and grievances in an appropriate manner, beginning with the person closest to the problem.
- ❖ Demonstrate knowledge of and act in accordance with district policies and procedures, as well as legal and contractual standards, responsibilities, and obligations.
- ❖ Support the District Plan for Fostering Educational Excellence.
- ❖ Demonstrate a commitment to learning and professional growth.
- ❖ Dress appropriately.
- ❖ Model and promote appropriate language.
- ❖ Use facilities and equipment in a manner that protects the resources and property of the district.
- ❖ Protect district assets and financial resources by following accepted accounting practices and district policy.
- ❖ Comply with the Utah Ethics Act and refrain from using one's position for personal gain.

As substitutes and employees of the Davis School District, we assume the responsibility for representing the District in a manner characterized by trust, morality, and ethical principles.

SubFinder System

801-402-1058

South Weber/Ogden

(801) 525-7035

| | |
|-----------------------------------|-------------------------------------|
| Human Resources Department | 801-402-5722 |
| Payroll Department | 801-402-5236 or 801-402-5282 |
| SubFinder Office | 801-402-5677 or 801-402-5679 |

SUBSTITUTE INSTRUCTIONS

On the Internet:

WEBCONNECT: www.subfinder.davis.k12.ut.us/WebConnect/login/login.asp

LOG IN INFO FOR WEBCONNECT:

LAST NAME: (NOT CASE SENSITIVE, NO PUNCTUATION, SPACES OR TITLES)

PASSWORD: (PIN # - SEE BELOW)

SubFinder Pin # and WebConnect Password:

Your PIN # is the 2 digits of your birth month, the 2 digits of your birth date and the last 4 digits of your Social Security Number

Remember your Sub ID # (teachers use this # to request you for assignments) you will hear your Sub ID # when you call the SubFinder.

If you cancel a job and the system tells you it is past the cancel deadline, you must call the telephone number SubFinder gives you in order to cancel.

When SubFinder asks you to enter dates and times (MMDD) & (HHMM) always use 2 digits for each section.

EXAMPLE : Feb.1 = 0201 (MMDD) (please do not enter the year)
8:30 = 0830 (HHMM) (the system will then ask if it is a.m. or p.m.)

WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE JOB NUMBER AND WRITE IT DOWN BEFORE DISCONNECTING OR YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.

Dial the SubFinder: 801-402-1058 (Ogden 801-774-7428)

Enter your Pin # _____

(Your birth month, date & the last 4 digits of your SSN)

When the system announces your name and **Sub ID#, please write your Sub ID# here:**

_____.

WHEN YOU CALL SUBFINDER

MAIN MENU

| | |
|--------------------------------|---------|
| To Review Current Assignments | Press 1 |
| To Review Available Jobs | Press 2 |
| To Cancel a Job | Press 3 |
| To Review Personal Information | Press 4 |
| To Leave the SubFinder System | Press 9 |

1) TO REVIEW CURRENT ASSIGNMENTS

| | |
|---------------------------|----------------|
| From the Main Menu | Press 1 |
|---------------------------|----------------|

SubFinder will play your next scheduled assignment followed by some or all of the following options.

| | |
|------------------------------|---------|
| To hear special instructions | Press 1 |
| To continue | Press 5 |

If you press 5, you will be given these options.

| | |
|----------------------------|---------|
| To hear the job again | Press 2 |
| To hear the next job | Press 3 |
| To cancel the job | Press 4 |
| To return to the Main Menu | Press 9 |

2) TO REVIEW AVAILABLE JOBS

| | |
|---------------------------|----------------|
| From the Main Menu | Press 2 |
|---------------------------|----------------|

SubFinder will describe an available job, if any exist, followed by some or all of the following options

| | |
|------------------------------|---------|
| To hear special instructions | Press 1 |
| To continue | Press 5 |

If you press 5

| | |
|----------------------------|---------|
| To accept the job | Press 1 |
| To decline the job | Press 2 |
| To hear the job again | Press 3 |
| To hear the next job | Press 4 |
| To return to the Main Menu | Press 9 |

If you press 1, SubFinder will repeat the job information, followed by the **JOB NUMBER - be sure to write it down!** If you press 4, SubFinder will describe the next available job, if any exist, followed by the same options described above.

3) TO CANCEL A JOB

| | |
|---|----------------|
| From the Main Menu (previous page) | Press 3 |
|---|----------------|

Enter the **JOB NUMBER** followed by the pound sign (#). SubFinder will play the job information.

| | |
|----------------------------|---------|
| To cancel the job | Press 1 |
| To return to the Main Menu | Press 9 |

4) TO REVIEW PERSONAL INFORMATION

| | |
|--|----------------|
| From the Main Menu (previous page) | Press 4 |
| SubFinder will play the Personal Information Menu | |
| To review your <u>phone number</u> | Press 1 |
| To review your <u>name, phone #, & Sub ID #</u> | Press 2 |
| To review the <u>days of the week you can work</u> | Press 3 |
| For the <u>date range menu</u> | Press 4 |
| <u>To hear your employee # (Sub ID#)</u> | Press 5 |
| To return to the Main Menu | Press 9 |

1) To Review Your Phone Number

SubFinder will play your phone number.

 If correct **Press 1**

 If you would like to change your phone # **Press 2**

If you press 2, enter the area code and phone number followed by the pound sign (#).

SubFinder will repeat the number.

 If correct **Press 1**

 If you would like to change your phone # **Press 2**

(If you change your phone number, please do the next step and change your name recording)

2) To Review Your Name Recording

SubFinder will play your name as it is recorded.

 If Correct **Press 1**

 To re-record your name, phone # & Sub ID # **Press 2**

If you press 2, record your name, phone #, & your Sub ID # after the tone. When you are finished, press the pound sign (#). SubFinder will repeat you the information.

 If Correct **Press 1**

 If Incorrect **Press 2**

3) To Review the Days of the Week You Can Work

To Review Your Availability For

 Sunday **Press 1**

 Monday **Press 2**

 Tuesday **Press 3**

 Wednesday **Press 4**

 Thursday **Press 5**

 Friday **Press 6**

 Saturday **Press 7**

 To return to the Main Menu **Press 9**

After choosing a day, that day's availability will be played.

 To change your availability **Press 1**

 To use this schedule for another day **Press 2**

 To return to the previous menu **Press 9**

If you press 1, SubFinder will ask "Are you normally available to work on (names the day of the week)?"

 If yes **Press 1**

 If no **Press 2**

 For mornings only **Press 3**

 For afternoons only **Press 4**

 To enter specific hours you can work **Press 5**

If you press 1, 2, 3, or 4, SubFinder will repeat the schedule that applies to your choice.

To change your availability **Press 1**

To use this schedule for another day **Press 2**

To return to the previous menu **Press 9**

If you press 5 for specific hours: Enter the earliest time (HHMM) that you will be available followed by the pound sign (#). **Example:** 8:30 would be 0830.

For AM **Press 1**

For PM **Press 2**

If you will be available from the start of the day, press star (*).

Enter the latest time (HHMM) that you will be available followed by the pound sign (#).

For AM **Press 1**

For PM **Press 2**

If you will be available until the end of the day press star (*).

Enter the minimum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (*).

Enter the maximum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (*).

SubFinder will repeat the schedule you entered.

To change your availability **Press 1**

To use this schedule for another day **Press 2**

To return to the previous menu **Press 9**

4) For the Date Range Menu

To add an UNAVAILABLE date range **Press 1**

(dates you cannot work)

To add a DO NOT DISTURB date range **Press 2**

(dates you do not want the system to call you)

IT IS RECOMMENDED THAT YOU DO NOT USE THIS FUNCTION (please see that section for explanation) You may miss subbing opportunities if you use the DND Date Range.

To review a date range **Press 3**

To return to the Main Menu **Press 9**

1. To Add an Unavailable Date Range

Enter the **first date** that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable starting today, press star (*).

Enter the **beginning time** (HHMM) that you will be unavailable followed by the pound sign (#).

For AM **Press 1**

For PM **Press 2**

If you will be unavailable from the start of day, press star (*). Enter the **last date** that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable for a single day, press star (*).

Enter the **time** (HHMM) that you will be available again,

For AM **Press 1**

For PM **Press 2**

If you will be unavailable until the end of the day, press star (*).

Substitute Finder will repeat your unavailable date range.

If correct **Press 1**

If incorrect **Press 2**

If you press 1 SubFinder will respond:

If you would like to receive calls during this period **Press 1**

Otherwise **Press 2**

Pressing 2 will add a **Do Not Disturb** to the date range as well - please do not use - see below explanation.

2. To Add a Do Not Disturb Date Range

****IT IS RECOMMENDED THAT YOU DO NOT USE THIS FUNCTION BECAUSE YOU MAY BE REQUESTED FOR FUTURE ASSIGNMENTS AND WILL NOT RECEIVE CALLS.** You may miss subbing opportunities. If you do use this function, please call the SubFinder daily to listen to available jobs in case someone has requested you. If you are not available for that assignment, please reject the assignment.

Enter the **first date** (MMDD) that you do not want to receive calls followed by the pound sign (#). If you don't want to be called starting today, press star (*).

Enter the **beginning time** (HHMM) that you do not want to be called followed by the pound sign (#).

For AM **Press 1**

For PM **Press 2**

If you don't want to be called from the start of the day, press star (*).

Enter the **last date** (HHMM) that you do not want to receive calls followed by the pound sign (#). If you do not want to be called for only a single day, press star (*).

Enter the **time** (HHMM) that you wish to receive calls again followed by the pound sign (#),

For AM **Press 1**

For PM **Press 2**

If you don't want to be called until the end of the day, press star (*).

SubFinder will repeat the Do Not Disturb date range.

If correct **Press 1**

If incorrect **Press 2**

3) To Review a Date Range

SubFinder will play your most current date range, if any exist.

To hear the date range again **Press 2**

To hear the next date range **Press 3**

To remove the date range **Press 4**

To return to the Main Menu **Press 9**

If you press 4, SubFinder will ask for confirmation.

If you are sure you want to remove the date range **Press 1**

Otherwise **Press 2**

5) To Hear Your Employee # (Sub ID #)

SubFinder will play your Sub ID #. This number is used only by teachers or secretaries when they request you for a particular assignment. **You do not use this number to identify yourself when you call SubFinder.**

WHEN SUBFINDER CALLS YOU TO OFFER YOU A JOB

SubFinder will ask for your **PIN #** followed by the pound sign (#), OR press the start (*) if you do not wish to receive any more calls during **this** calling period.

When you enter your Pin # followed by the pound sign:

SubFinder will describe an available job.

To hear special instructions **Press 1**

(Please listen to special instructions if offered this option)

To continue **Press 5**

If you press 5

To accept the job **Press 1**

To hear the job again **Press 2**

To reject the job **Press 9**

If you press 1 to accept, SubFinder will play the job information again and give you a **JOB NUMBER**. You will be given some of these options as well:

To hear special instructions **Press 1**

To continue **Press 5**

If you press 5, you will be given two options:

To hear the job again **Press 2**

To end this call **Press 9**

TO NOTIFY YOU OF A JOB CANCELLATION

When a job has been cancelled, SubFinder will call you with a notification. You will hear “This is a notification of a job cancellation.” Enter your **PIN #** followed by the pound sign (#). (At the time a job is cancelled, you are immediately made available for other jobs for that date.)

SubFinder will play the information for the job that has been cancelled, including the job number.

To acknowledge the cancellation **Press 1**

To hear the cancellation again **Press 2**

REMINDERS/SUGGESTIONS: PAYROLL QUESTIONS?? CALL 801-402-5282 or 801-402-5251 & ASK FOR PAYROLL

1. Keep a **calendar & school listing** by your telephone to record all job information. Also keep a copy of the **availability schedule** you have put in the system and a **list of the school & curriculum choices** you selected.
2. **ALL jobs must be recorded in the system.** If you are contacted verbally for an assignment, ask the teacher to put the absence in the system right away. Pick up (accept) the job as soon as possible. It occasionally may take an hour for the system to log in the absence after the teacher has called it in. If the job is already in the system, please call the system and **accept or reject** the job. If it has been more than an hour since the teacher put the job in the system and you cannot hear the job, you may call the SubFinder office.
1. Please follow the instructions the teacher has left for you. If you have any questions about the instructions, contact the teacher in advance. If no instructions have been given, ask the school secretary if an “emergency plan” is available.
4. The **system begins calling** at 6:00 a.m. for openings for that day only. The system calls from 6:00 p.m. to 10:00 p.m. each night for future jobs.

5. You can **indicate days of the week** that you are **not available** or set a date range when you are not available for work. You will not receive calls from the SubFinder for jobs for those dates but may be called for jobs that occur before and after those dates. (**#4 from opening menu -“personal information”**). Please do not use the “Do Not Disturb” option.
6. If you are verbally requested for a day or date you have entered as unavailable, **make the necessary changes in your personal information (#4 from opening menu) before the teacher enters the job.** If you need to change curriculum or school information, call the SubFinder office.

Things you edit: Phone number
 Availability (days of week & date ranges)

Things you cannot edit: Address
 (call SubFinder office) Curriculum/school choices
 801-402-5146 or 801-402-5677 Permanently remove your name from system

7. When you **accept a job**, you will not be called again by the SubFinder for a job for that date because the system knows you have an assignment. When accepting a job, be sure to stay on the line until the system gives you a **JOB NUMBER**.
8. If a **teacher cancels a job you have accepted**, the SubFinder immediately makes you available for other jobs for that date. The SubFinder will call to notify you of the cancellation. **(It is possible to receive a call for a new job before you receive the cancellation notification. If this happens, accept the new job if you want to work that day and then review your assignments - the first job will no longer be listed.)**
9. In **emergency situations** you **may cancel** a job you accepted, but please do it as early as possible. If the SubFinder tells you it is too late to cancel, it is your responsibility to call the telephone number the system gives you. The **District discourages cancellations** because many times the school is left without a substitute.
10. **Review your assignment the morning of each assignment** to see if the teacher has changed instructions.
11. If you **refuse a job during the morning call-out** (jobs for that morning only), you will not be contacted by the SubFinder for another job that morning.
12. You can **refuse a job for a future date** (during evening call out) and be called again for that date if another opening occurs.
13. If you accept a job in the morning for that same date but will **arrive later than the start time**, notify the school secretary what time you will arrive.
14. If you accept an assignment for a **multiple day job that begins or ends with a half day**, please call the teacher or the school secretary for clarification of the starting time for each day of the absence.

Please do not accept multiple day assignments if you cannot work each of the required days of that assignment. Also do not accept an assignment and give it to another substitute.

15. **Arrive 15 minutes early and check in with the secretary.** If you will be late, notify the school immediately so arrangements can be made to cover the classroom until you arrive.

16. **Appropriate dress and behavior are important** - this is a job assignment. Call the school if you have any questions regarding what is appropriate.
17. If the **system does not answer** or rings busy:

SubFinder may be down due to problems, maintenance, etc. If this occurs during the weekday, call the SubFinder in ½ hour increments. If this occurs during the evening or on weekends, the SubFinder should be back on-line by 6:30 a.m. the following work day.
18. If the system asks if you do not want to **“receive any more calls during this calling period”** and this is referring to the calling period you are in at that time, ie. evening call out or morning call out.
19. **Bad weather** - please listen to the radio on bad weather days to see if school has been canceled or delayed. If you are still uncertain, you may call the specific school.
20. Please accept as many assignments as possible when you are contacted in the morning. These are the most difficult absences to fill due to the short notice. **The District’s greatest needs occur on Fridays, days around holiday periods, and absences you are called for in the mornings.**
21. If the system announces **“a supplementary assignment”** at a school and does not give a teacher’s name, this means the teacher is not absent but the school still needs a substitute. Accept this job if you want to work that day.
22. If the system states **“per employee schedule”** - please ignore the phrase and listen to the dates and times of the absence.

Substitute Assignments

Use this chart to record your assignments or record the information on a calendar kept by your phone.

| Date | Time | School | Subject | Teacher's Name | Job # |
|------|------|--------|---------|----------------|-------|
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WEBCONNECT INFORMATION

<http://davis.k12.ut.us/>

Then Click on Resources

Click on Employees Resources

Click on SubFinder

Please bookmark the first page on the WebConnect site - it will be used to relay information to substitutes as needed (new school openings, etc.)

The following is the information you will see when you select the "Substitute" button:

Log In Information:

Last Name - your last name as it appears in SubFinder (not case sensitive, no spaces, punctuation, titles, or characters)

Password - the login password for WebConnect is the same as your SubFinder Pin # (2 digits of your birth month, 2 digits of your birth date, last 4 digits of your Social Security Number)

NEW FEATURES!

Webconnect now has a **Personal Information** tab where you may enter a valid email address (under the address bar). If you have entered a valid email address you will receive an email notification when you have been requested or assigned for a substituting job, as well as an email notification if a job has been cancelled. Please keep your email address updated to receive these notifications.

Note: You will NOT be able to change any information in your personal information, ONLY your email address. Please refer to the SubFinder system (801) 402-1058 to change your phone number. All other information will need to be changed in the SubFinder office.

Please view the Tutorial link for more information on this section.

IMPORTANT INFORMATION AND INSTRUCTION:

Please log on to WebConnect each morning that you do not have a subbing assignment to view jobs that are unfilled for that day. These absences are the hardest for our district to fill and the district appreciates your willingness to accept these last minute assignments. SubFinder will call substitutes for these assignments but your assistance in filling these assignments is greatly appreciated. If you are reviewing "available jobs" in the morning on WebConnect and you try to accept an assignment for that day but WebConnect gives you a message that the job is being reviewed by someone else, **please call the SubFinder Office (801-402-5379) or the school and speak to someone in person to see if the assignment is still available.** If you leave a voicemail message, someone will call you back and tell you if the assignment is still available. This option does not apply regarding jobs for future dates.

Any morning that you are available and willing to take a last minute subbing job, please call 801-402-5782 (801-402-5SUB) and leave a message with your name and telephone number where you can be reached. You will be contacted if we are able to assign a job to you which fit the schools and subjects you have selected in your SubFinder profile. If you do not receive a call, that means there were no jobs that matched your selections. You may call this number between 5:00 a.m. and 9:00 a.m. each morning that you are available. This option does not apply for jobs for future dates. This is a "voice mail message only" telephone line and the telephone message log will be cleared each day. Therefore, you will need to call each morning that you wish to be considered to fill last-minute job openings for that day.

PLEASE NOTE: Not all substitutes who have signed up for the same schools and the same subjects will see the same available jobs.

Do not accept an assignment and give it to another substitute. If you find that you cannot fulfill an assignment that you have accepted, please cancel the assignment as soon as possible. Please be very cautious about cancelling assignments. It is better to not accept an assignment until you are sure your schedule will not change than to accept an assignment and cancel it later. Many times another substitute cannot be found to fill the assignment, especially if the cancellation occurs within 24 hours of the absence.

Remember to review your assignment for that day before leaving for the assignment. This is a good idea to be sure the assignment has not been cancelled or to check if special instructions have been updated.

MULTIPLE DAY ASSIGNMENTS: Please pay special attention to **multiple day assignments** and only accept a **multiple day assignment** if you are able to complete the entire assignment.

BUTTONS ON LEFT SIDE OF THE WEBCONNECT LOGIN SCREEN

AVAILABLE JOBS - shows the jobs that are available that match the schools and subjects you have selected. WebConnect allows substitutes to view more than one job at a time for the same date or for future dates, if jobs are available. The SubFinder telephone system still reviews one job at a time.

If more than one substitute is attempting to accept the same assignment at the same time either on WebConnect or the SubFinder telephone system, the substitute who accepts the assignment first will receive a job number confirmation. The other substitute(s) will receive a notification that the job is no longer available.

You will see the following code/legend on the job screen. If you have any questions regarding the dates and times of the assignment, please contact the school.

(A) - Employee's Schedule

(S) - Same Times Every Day

CURRENT JOBS - shows all future jobs you have already accepted as well as your past assignments and provides you the opportunity to review or cancel the job. If you cancel an assignment, you will not be able to view that job again as an available job. Please use discretion when cancelling and cancel as early as possible. The schools request that you call the school to notify them if you have cancelled the assignment in the SubFinder System within 24 hours of the assignment.

NEW FEATURE/PERSONAL INFORMATION - please refer to the Tutorial button to review this section.

DND/UNAVAILABLE - You may add a date or range of dates that you are unavailable for subbing. You may miss subbing opportunities if you use the DND date range. Instead, please use the Unavailable date range which will allow you to view subbing opportunities for dates prior to after the dates you are not available.

You may use the email contact (on the left side of the WebConnect page) to notify the SubFinder office of any schools or subjects you wish to add or delete from your selections or for any questions you may have. Please be sure to include your Sub ID# and telephone number in the message for identification purposes.

Links are provided on the WebConnect Substitute page for you to access and print the SubFinder Menu and the Substitute Handbook. Please refer to these documents when you have questions. There are buttons on the left side of the page to access the District's calendar and a listing of schools.

SubFinder System 801-402-1058

SubFinder Office 801-402-5677 or 801-402-5679

WebConnect web address:

<http://davis.k12.ut.us/>

Then Click on Resources

Click on Employees Resources

Click on SubFinder

A copy of this handbook can be printed using the link near the top of the Substitute home page on the District website.